# Your Employee Assistance Program

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Fort Lee ASAP/Prevention Office

804-734-9079/9177

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# Defining EAP

The most widely accepted definition of an EAP was developed by the Employee Assistance Professionals Association. That definition reads:

An EAP is a worksite-based program designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including, but not limited to: health, marital, family, financial, alcohol, drug, legal, emotional, stress, or other personal concerns that may adversely affect employee job performance.

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# Help for a variety of problems

EAP professionals are trained to assist employees with almost any issue or problem that may arise. Some of the more common concerns brought to an EAP include:

- Emotional problems
- Family or marital difficulties
- An alcohol or other drug problem

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# Help for a variety of problems

- **Legal or financial difficulties**
- **Issues surrounding work relationships**
- **Difficulties managing stress**
- **Problems related to depression, grief or loss**

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# Accessing the EAP

Employees can come to the EAP in one of three ways: by peer referral, self-referral or referral by a supervisor.

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# Self Referral

When an employee contacts the EAP directly, it’s called a self-referral.  Self-referrals are protected by the same rights to confidentiality as any other type of referral.

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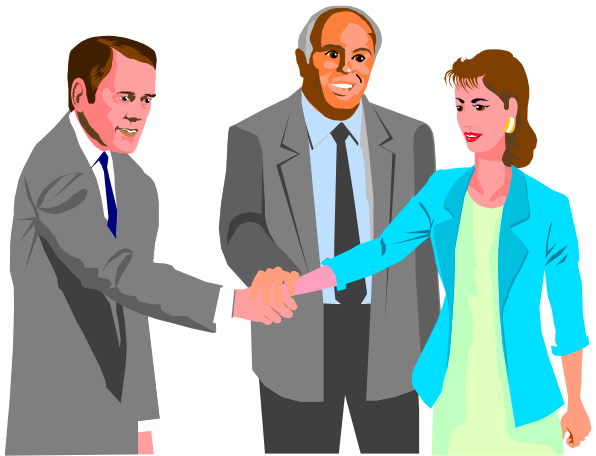
# Peer Referral

When an employee contacts the EAP at the request of a friend, co-worker or family member, it’s call a peer referral.



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# Supervisory Referral

When an employee's productivity drops below expectations, his or her supervisor may recommend that the employee contact the EAP for assistance. However, following through with a supervisory referral does not exempt an employee from disciplinary action related to poor job performance. It is an employee's responsibility to meet the job performance expectations of his or her position.

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# Participation

Participation in the EAP will not jeopardize your job.  In fact, any assistance you receive in correcting a job performance problem may be looked upon as favorable.  However, you participation in the EAP will not protect you from disciplinary action if you are referred to the program because of substandard job performance.

To learn more about your EAP or to speak with an EAP staff person, call 734-9079/9177.

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# About Confidentiality

The services you receive from the EAP are protected by both state and federal laws concerning confidentiality. Your request for assistance and any information that may be shared is between you and the EAP staff person. In general, information from the EAP may be released only with your written permission.

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# About Costs

It costs you nothing to contact the EAP. Whether you call the EAP phone number or meet with an EAP staff member in person, you will not be charged.

If the EAP staff member decides you might benefit from the services of an outside provider, such as a treatment agency that provides family counseling, the cost related to these services may be covered by your health insurance plan. The cost of services not included in your plan will be your responsibility, in which case the EAP staff person will work with you to select quality, affordable services.

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✓ Family Problems
✓ Alcoholism
✓ Marriage Difficulties
✓ Financial Trouble
✓ Stress
✓ Drugs
✓ Depression

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# Check Point!

Now You Choose...

**proceed**

1. An EAP is a worksite program designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns

True

False

# Correct!

An EAP is a worksite program designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns

**proceed**

# The correct answer is 'True'…

## Defining EAP

The most widely accepted definition of an EAP was developed by the Employee Assistance Professionals Association. That definition reads:

An EAP is a worksite-based program designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including, but not limited to: health, marital, family, financial, alcohol, drug, legal, emotional, stress, or other personal concerns that may adversely affect employee job performance.

**proceed**

2. EAP professionals are trained to assist employees with almost any issue or problem such as:

Emotional problems
Family or marital difficulties
An alcohol or drug program
Legal or financial difficulties
Issues surrounding working relationships
Difficulties managing stress as well as anger management
Problems related to depression, grief or loss
All of the above

# Correct!

EAP professionals are trained to assist employees with almost any issue or problem such as:
All of the Above.

**proceed**

# The correct answer is ‘All of the Above’…

Help for a variety of problems

EAP professionals are trained to assist employees with almost any issue or problem that may arise. Some of the more common concerns brought to an EAP include:

Emotional problems
Family or marital difficulties
An alcohol or other drug problem

Legal or financial difficulties
Issues surrounding work relationships
Difficulties managing stress
Problems related to depression, grief or loss

**proceed**

3. True or False:
   Employees can come to the EAP in one of three ways:
   - Peer referral,
   - Self-referral
   - Referral by a supervisor

True

False

# Correct!

Employees can come to the EAP in one of three ways:

- Peer referral,
- Self-referral
- Referral by a supervisor

**proceed**

# The correct answer is 'True'…

## Accessing the EAP

Employees can come to the EAP in one of three ways: by peer referral, self-referral or referral by a supervisor.

**proceed**

4. Under Confidentiality rules, the services you receive from the EAP are protected by:

State Laws
Federal Laws
Both of the above
None of the above

# Correct!

Under Confidentiality rules, the services you receive from the EAP are protected by:

State Laws
Federal Laws
**Both of the above**

**proceed**

# The correct answer is: ‘Both of the Above’…

## About Confidentiality

The services you receive from the EAP are protected by both state and federal laws concerning confidentiality. Your request for assistance and any information that may be shared is between you and the EAP staff person. In general, information from the EAP may be released only with your written permission.

**proceed**

5. It costs you nothing to contact the EAP whether you call the EAP phone number or meet with an EAP staff member in person.

True

False

# Correct!

It costs you nothing
to contact the EAP
whether you call the EAP
phone number or meet with an
EAP staff member in person.

**proceed**

# The correct answer is 'True'…

## About Costs

It costs you nothing to contact the EAP. Whether you call the EAP phone number or meet with an EAP staff member in person, you will not be charged.

If the EAP staff member decides you might benefit from the services of an outside provider, such as a treatment agency that provides family counseling, the cost related to these services may be covered by your health insurance plan. The cost of services not included in your plan will be your responsibility, in which case the EAP staff person will work with you to select quality, affordable services.

**proceed**

# Thank You…

please advance to
certificate
type your name and print it out
Also save a copy to your files and email it to
USArmy Ft Lee IMCOM Mailbox LEEE-IMA-ADCO
confirming you have completed this
Army Substance Abuse Program
online training.

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